COMBINED FUNDERS APPLICATION 2020

The Combined Funders Application is accepted by all of the following funders:

- Washington State Housing Trust Fund
- City of Seattle Office of Housing
- King County Housing Finance Program
- Snohomish County Office of Housing and Community Development
- A Regional Coalition for Housing (ARCH)
- Washington State Housing Finance Commission for Low-Income Housing Tax Credits
- Alliance for Housing Affordability (AHA)
- City of Bellingham
- City of Spokane
- Skagit County

Please be certain to check with all intended funders to ensure that the correct edition and version of the Combined Funders Application is being used when responding to individual Solicitation for Applications or Notices of Funding Availability ("NOFAs").

Section 1: Project Summary

Overall Summary:

This Section is to provide a project summary. Provide concise, direct answers. Details regarding the project are requested in **Section 2: Project Narrative**.

1. Why was this project selected for this location?

Keiro is the third major mixed-use real estate development project undertaken by Africatown Community Land Trust (ACLT) — through strategic, community partnerships — to fight gentrification and meet identified needs in the Central District community. This project site was selected for its proximity to the first two projects that ACLT developed in partnership with Community Roots Housing. Prior to development, Keiro will operate as an interim homeless shelter. In addition to adding 285 affordable housing units to the community, Keiro will include an early childhood learning center operated by and licensed provider. Keiro will build on the tremendous successes and lessons learned through these projects, Liberty Bank Building and Africatown Plaza, to bring the idea of community-centered development one step further.

By leveraging our experiences with the Liberty Bank Building and Africatown Plaza developments, we have strategically turned our eyes on underutilized community real estate assets. One such asset is the former Keiro Nursing and Rehabilitation Center ("Keiro Center" hereafter) located on 16th and Yesler in the Central District. In early July, at the behest of the community, ACLT put its institutional weight behind the community organizing efforts to stop the property from being developed as market rate housing. Following the period of public pressure, the current Keiro Center owners agreed to sell the property to ACLT to be developed as affordable housing.

Given the lengthy nature of the development process, we are working to convert the Keiro Center into an interim homeless shelter. Based on the design of the existing, we can safely provide beds for up to 125 families in single rooms throughout the facility. Our target priority for these beds would be families to maximize the number of available beds throughout the facility while minimizing the risk of COVID-19 transmission by ensuring non-congregate dwellings. ACLT will expressly work with its community partners to find permanent housing options for the families housed in the Keiro Center shelter. Among other pathways for permanent housing, ACLT would include the families among the first people contacted through any affirmative marketing campaigns used to raise awareness for affordable rental units in Africatown Plaza and other developments. This will be particularly useful for the families with young children who are able to utilize the early childhood learning center.

Another reason the project site was identified is because of its location in the Central District of Seattle near many amenities and services. The site is directly across the street from the historic Langston Hughes Center for the Performing Arts and Wisteria Park while being just down the street from the Douglass-Truth Branch of the Seattle Public Library. The site is well served by transit, being located near many bus routes and the Seattle Streetcar. Additionally, grocery and convenience stores, pharmacies, health care facilities, restaurants, and other amenities are all located within easy access to the site.

2. Describe the history of the project to this point.

The name of the center reflects its roots. Keiro, meaning "Respect for the Aged" in Japanese, was historically a nursing and retirement home serving the elders of the Japanese American community in the Central District In 2019, the owners of the nursing home fell on hard times which led to the eventual sale of Keiro to Shelter Holdings, a for profit developer, for $11M. Immediately following the sale, the Pan Asian community protested the sale because of the importance of the center to their elders and community; however, these initial demonstrations were ultimately unsuccessful. As a result, beginning in the summer of 2020 Shelter began to seek approvals for their market-rate development on the site.

However, during the Black community uprisings that rocked the City of Seattle during the Summer and Fall of 2020, a broad coalition of community led a community advocacy effort to pressure the developers into halting their market-rate development, which was expected to increase rates of displacement and gentrification, and sell the property to a community-based developer. ACLT's engagement around the Keiro Center was a response to the community's needs for more affordable housing options throughout the Central District. As a result of the organizing and advocacy efforts, Shelter Holdings halted their plans to develop 285 market-rate apartments on the site and agreed to sell the property. At the behest of the community, ACLT agreed to purchase the property and lead the charge in developing affordable housing on the site. In December 2020, ACLT signed a purchase and sale agreement for the acquisition of the site.

3. What are the primary public benefits or opportunities, other than housing, that will be provided by this project?

As a non-profit, community development agency dedicated to anti-racist practices and the economic empowerment of the African American community in the Central District, ACLT has engaged in projects in the main node of the Central District at the corner of 23rd and Union. In 2018, ACLT partnered with Capitol Hill Housing to develop the Liberty Bank Building (LBB) which created 115 affordable rental units and 3,000 SF of affordable commercial space. The rental units and commercial space were affirmatively marketed to African American families and small businesses. Additionally, we are in the process of developing Africatown Plaza on the corner of 23rd and Union adjacent to Lake Union Partners' Midtown development.

ACLT is applying this prior development experience to our current project, the Keiro Center. This project is expected to create approximately 300 units of affordable rental housing. ACLT is positioned to leverage the Keiro Center with a network of services, programming and coordinated partnerships to provide increased access to and participation in the growing regional economy.

The Primary Public Benefits and Opportunities are:

1. Economic Development. It is expected that this development will allow the opportunity for community participation throughout the development process. ACLT anticipates that the community will be able to participate in this project specifically through sub-contract opportunities throughout construction and development. At every stage of the development where ACLT is unable to find the appropriate M/WBE to participate, ACLT will utilize it's equity

framework to allow some participation that will give that organization opportunities to develop their organizational capacity.

2. Community Space for Early Childhood Education. The Keiro Center development will be home to many families and individuals with space set aside for the needs of the community and those residents..

4. If services will be provided to residents (e.g. Case Management, assistance with Activities of Daily Living, Health and/or Educational programs), summarize which services will be provided and how the services will be funded? Note that additional detail on services noted will be requested in Section 10 of this application.

N/A

Complete the Excel CFA - Tab 1 Form

- Form 1: Project Summary

Section 2: Project Narrative

Project Physical Characteristics

1. Provide a detailed description of the scope of work for the proposed project. Describe the planned construction, rehabilitation, and/or other improvements.

The proposed project includes the demolition of the current Keiro nursing home facility, and the development of a 285-unit mixed use building. The proposed program is the new construction of 285 units of affordable family low income housing.

This will be developed in the heart of the "23rd and Union-Jackson Residential Urban Village". It is expected to be 2 phase development of 2 seven-story, mixed-use buildings with commercial space on the ground floor and housing for persons earning at or below 60% of the area median income in a mix of studios, one bedroom, and two bedroom units.

The upper six floors of each building will have identical floor layouts for design and construction efficiency, with 21 units on each floor above the commercial spaces and 13 units on the ground floor along with an entry lobby, trash room, mechanical room, bike storage and other "back-of-house" functions. We are continuing to confirm the viability of this plan and will apprise funders of any project changes.

Total gross square feet for the proposed project is 213,123 SF.
Residential common areas (with a combined size of 10,570 SF) on the first floor of the building will include: resident storage rooms, manager's office, mail room, lobby, resident lounge, and a bike storage room. Dwelling units in the proposed project will include:

- 47 studio units (typical unit size, 420 SF)
- 215 one-bedroom units (typical unit size, 624 SF);
- 18 two-bedroom units (typical unit size, 920 SF);
- 5 two-bedroom "townhome" units (typical unit size, 1,030 SF).

Construction Type. The proposed project is a 7-story building consisting of five levels of Type VA wood frame construction over two-level of Type IA concrete construction, separated by a 3-hour rated post tension concrete slab. Canopies at Level 1 will include steel channel frame with metal decking and wood soffit.

One hour rated construction will be in place throughout wood frame levels, with party walls between units and common areas and floors. Two hour rated shafts will be present at all stairs and elevators as well as any mechanical shafts. A 3-hour rated shaft for the transformer vault exhaust from Level 1 to roof will also be built. The building will be fire sprinklered, to NFPA Type 13. Fire alarm systems will be to City of Seattle Fire Department requirements.

Soils/Structural Based on the soil types encountered it expected that shallow foundations should be used to support any building that is built on site. The allowable soil bearing pressure is 8,000 psf. The vast majority of soil at the level of foundation footings is expected to be glacial till.

Environmental. The project site was not identified on the environmental records and databases reviewed. However, the project site is within the boundaries of the Tacoma Smelter Plume. The Washington State Department of Ecology's (Ecology) online database indicates that arsenic and lead concentrations in soil at the project site are predicted to be below the state cleanup levels. The report concluded that there were no recognized environmental conditions (RECs) on the site. As a result, it is expected that there will not be the need for a phase II. However, it was suggested that there were normal levels of soil contamination consistent with an urban fill profile. None of this contamination requires removal of soil off site, but there might be limited remediation required at specific portions of the site as the site was an existing use property of an unknown history.

2. If the project scope solely involves repair of existing elements, as indicated by the required CNA, relate how it was decided which elements to address now, and how elements indicated as needing to be addressed over the next 5 years will be addressed.

N/A

3. Describe how the physical design of the project will meet the needs of the project's target population(s). Include descriptions of any on-site amenities, and relate how these contribute to the project's ability to serve the target population(s):

Design features that address the livability needs of low to extremely low income individuals transitioning out of homelessness into affordable housing:

- 75% of the units in the proposed project will be 1-bedroom units. 16% of the units in the project will be studio units.
- Widened single loaded corridors at the elevators and laundry rooms providing opportunities for residents to interact with each other.
- Common areas located to support resident activities and encourage community engagement:
  - The generous interior spaces include the Lobby, mail room, laundry rooms and expanded hallways on each floor, a resident lounge.
  - An interior courtyard that is secure, private and easily accessed from the Lobby is provided on Level 1. It is located adjacent to non-residential back-of-house spaces reducing potential for noise conflicts. This location also provides for many resident eyes on the courtyard to increase security. This exterior space can be used for kid's play, BBQ, outdoor seating and community gardening.

Non-Residential Space

4. Does the project contain any spaces not dedicated for affordable housing, or for the exclusive use of affordable housing residents? This could include such elements as market rate housing, office space for social services, early learning facilities, meeting spaces available to the broader community, or commercial space.

X - **YES**, continue to question 3a

☐ - **NO**, skip to Neighborhood/Off-Site Amenities

a. Will this space generate any income for the project?
   ☐ - **YES**. *Ensure that this income is accounted for on **Form 8D**.*
   ☐ - **NO**

b. Describe the non-affordable housing space, including whether it is to be for market-rate housing, early learning facilities, commercial, social services, or some other purpose.

The non-residential spaces on the ground floor of the building are intended to be: resident storage rooms, manager's office, mail room, lobby, resident lounge, and a bike storage room

c. If the tenant or tenants are already known, state their name and describe any services that may be provided (e.g., commercial – food service, social services – case management)

N/A

d. If the non-affordable housing space is to be treated as a condominium separate from the affordable housing project, or if it will be subject to a long-term master-lease or some other sort of ownership organization, please explain the ownership structure.

There are no non-affordable housing spaces that will be condominiumized.

Neighborhood/Off-Site Amenities

5. Briefly describe how the property integrates into the existing or proposed neighborhood aesthetic.

The project site consists of one block, totaling 60,737-sf or approximately 1.39-acres. The site is zoned Neighborhood Commercial 1 with a 55-foot height limit and an "M" Mandatory Housing Affordability suffix—NC1-55 (M). It is located in the Central Area on the south side of E Yesler Way between 16th Avenue S and 17th Avenue S and bounded by S Washington Street to the south. The site is surrounded by a variety of uses including the Midori condominiums and Koyasan Buddhist temple to the east, townhouses, live/work townhouses to the north, the Langston Hughes Performing Arts Institute to the east, and single-family houses, a medical office and Wisteria Park to the south.

In the surrounding community, nearby amenities include the Medgar Evers Pool, Garfield Community Center, Garfield High School, Seattle World School, Bailey Gatzert Elementary School, Washington Middle School, Seattle University, Douglass-Truth Libraries, Harborview Medical Center, Swedish Hospital, the Boys & Girls Club, Pratt Park, Pratt Fine Arts Center, Yesler Community Center, Washington Hall several community gardens, and a host of community-based non-profits. Grocery stores within a 0.5 mile radius of the Keiro site include Yesler Grocery, Viet-wah Supermarket, and Scoop Marketplace, and within a 1 mile radius of the site there is QFC, PCC, Trader Joe's, Whole Foods, and Grocery Outlet.

6. **Using the PROJECT LOCATION(S) as the center point(s), create a map that clearly displays significant examples of the following locations, if present, from the project. Projects in Urban areas (including King County) should use a radius of 0.5 miles; projects in Rural[1] areas may use a radius of up to 2 miles. Do not embed the map in this document; submit it as an Attachment.**

1. Grocery (food) store(s)
2. Household items
3. Personal care items
4. Neighborhood health clinics
5. Behavioral health clinics
6. Food banks
7. Social service providers
8. Schools*
9. Parks
10. Sports fields
11. Swimming pools
12. Public Transportation Options:
    - For *Bus Stops/Train Stations*, Identify frequency of service, and if High Capacity Transit Corridor
    - For *Ferry terminals* – Identify frequency of service

**Schools are only required for projects serving families or youth populations*

7. If the project is located in a Rural area, describe any non-standard transportation options that will be available at the site (e.g., vehicle share program, dial-a-ride program, employer vanpool)

N/A

8. For multiple-site projects where sites have not yet been secured:
    a. Describe the geographic location(s) where the housing will be sought,
    b. Identify the availability of target housing in these markets, and
    c. Provide a projected timeline for obtaining site control of the target housing properties.

N/A

Neighborhood Notification

9. What action has been taken to create community support for this project? Describe what actions have been taken to communicate the project characteristics and progress with immediate neighbors.
If *no action* has been taken, provide details on the community engagement strategy including an outreach timeline, primary point of contact, and communication pathways.

Has there been any early design meeting with the community or something similar we can put in here?

10. Is neighborhood notification required?
X - Yes
☐ - No, skip to Zoning

[1] For the Housing Trust Fund, "Rural" is defined in the HTF Handbook Glossary: www.commerce.wa.gov/htf

a. If yes, which jurisdiction(s) require neighborhood notification?

Seattle

b. Has the required neighborhood notification taken place?

☐ - Yes – Provide details identifying the notification date(s), methodology, and outcomes including continuing actions if any.

X - No – Identify the plan to provide neighborhood notification including dates for outreach, methodology, specific contact person(s) and their contact information.

Public Design Meetings and Ongoing Community Engagement:
Stakeholder Engagement: ACLT will begin the initial engagement with the design stakeholder (steering committee) group at Black Dot in the Spring of 2021.
Public Design Meetings: Subsequent to these meetings, public meetings will be held early Summer 2021 to gauge the preferences of the larger community. The purpose of these meetings will be to develop a community vision around the housing to be developed.
Neighborhood Notification: Concurrent to the application Neighborhood Notification letters will be sent out to the community. These letters were sent out to neighbors within a 500' radius of the site. The letter outlined steps that were being taken to develop the site, location of the site and other information regarding the redevelopment effort.
Ongoing (Post Funding Round) Efforts: It is worth noting that there will be ongoing efforts to engage the community after the Combined Funders Application period is over the official Department of Neighborhoods required outreach will begin.

Zoning

11. What is the current zoning for the project site(s)?
    a. If the project is for multiple sites and ***SOME sites are not known at time of application,*** identify the zoning for each of the known locations; or
    b. If the project is for multiple sites and ***ALL sites are not known at time of application***, state "To Be Determined" and skip to Phase I: Environmental Site Assessment.

The site is zoned Neighborhood Commercial 1 with a 55-foot height limit and an "M" Mandatory Housing Affordability suffix—NC1-55 (M).

12. Does the proposed project meet the current site's zoning?
    X - **YES**, skip to **Question 13**
    ☐ - **NO** – outline the plan to correct the discrepancy including a timeline, methodology, and decision making parties.

a. Identify the zoning discrepancy.

b. Outline the plan to address the zoning discrepancy, including at a minimum the :
   i. Anticipated timeline,
   ii. Proposed methodology with required approvals (e.g., administrative, conditional use, hearing examiner, council approval), and
   iii. Contingency plans should the zoning discrepancy fail to be resolved.

13. How many parking stalls does current zoning ***require*** for the project??
    Number of residential parking stalls: NA - parking flexibility area
    Number of commercial parking stalls: NA - parking flexibility area

14. How many parking stalls are ***proposed*** for the project?
    Number of residential parking stalls: 0
    Number of commercial parking stalls: 0

15. Explain any differences between the required and the proposed number of parking stalls in the project.

N/A Seattle's land use code does not require parking for residential or commercial uses.

16. Will tenants be charged for residential parking separately from rent?
    ☐ - Yes
    ☐ - No

Existing Structures

17. Does the project site contain existing structures?
    X- Yes
    ☐ - No, skip to Historical Elements

    a. If yes, how many existing structures?
       The site contains 1 structure.

    b. What is to be done with these structures?
       ☐ - Nothing (does not apply/not part of this project), *skip to Historical Elements*
       X - Demolish the structure(s), *skip to Historical Elements*
       ☐ - Rehabilitate the structure(s) as part of this project

i. Describe the current condition buildings to be rehabilitated as the result of this project.

N/A

18. If the project includes rehabilitation, indicate which elements of the required Capital Needs Assessment will be addressed, and describe how the proposed scope of work was decided upon.

N/A

Historical Elements

Historic Preservation consideration is a requirement for all projects.

19. Indicate the status of the project's historical preservation requirement review.
    - X Not started
    - ☐ Underway – not completed
    - ☐ Completed

20. Describe any further actions determined to be necessary to complete the review:

For purposes of development the site will be vacant.

21. Are any of the structures identified in Existing Structures subject to historical preservation requirements?
    - ☐ - Yes, continue to 20a., below
    - X - No, skip to Phase I Environmental Site Assessment

    a. How many historic structures are on site?

    b. Which governing body/code has jurisdiction over the site?
       - ☐ - National Historic Register
       - ☐ - State Department of Archaeology and Historic Preservation
       - ☐ - Other - Identify the jurisdictional entity:

    c. Describe the compliance plan to meet the historic preservation requirements including any necessary mitigation and the name of the person tasked with ensuring compliance.

Phase I Environmental Site Assessment (ESA)/Limited Survey

22. Is a Phase I ESA required for this project?
    X - Yes
    ☐ - No
    a. If not, state clearly why not.

23. Phase I ESA Completion date: October 15, 2019

24. Does the Phase I ESA recommend a Phase II be completed?
    ☐ - Yes
    a. Outline the ESA Phase I issues triggering a Phase II recommendation.

    X - No – *is the project site location a former heavy equipment facility (e.g. bus barn), former wood product production facility, or former military installation such as an armory, training center, or assembly point? If yes, then it is recommended that a Phase II ESA be completed even if the Phase I did not specifically recommend it.*

25. Are there structures on-site?
    X - Yes – *Limited Surveys for Asbestos, Lead-Based Paint, and Mold are required regardless of whether the structures are included in the project either to be rehabilitated or to be demolished.*
    ☐ - No - *skip to the **Limited Survey for Wetlands** question.*

26. *Limited Survey for **Asbestos*** completion date:

    a. State the conclusion and recommended further actions from the *Limited Survey for **Asbestos***.

27. *Limited Survey for **Lead Based Paint*** completion date:

    a. State the conclusion and recommended further actions from the *Limited Survey for **Lead Based Paint***.

28. *Limited Survey for **Mold*** completion date:

a. State the conclusion and recommended further actions from the *Limited Survey for **Mold***.

29. *Limited Survey for **Wetlands*** completion date:

a. State the conclusion and recommended further actions from the *Limited Survey for **Wetlands***.

30. Identify how environmental issues identified in either the Phase 1 ESA or the Phase II ESA will be abated or otherwise addressed, including an estimated budget that must be included as a separate line item in the *Development Budgets- **Forms 6A, 6B, and 6C.*** Items to be addressed at a minimum include, *but are not limited* to asbestos, lead based paint, mold, wetlands, and underground storage tanks (USTs).

Based on the environmental report's review of historical sources, it is our opinion that the historical use of the project site does not represent a REC at the project site. However, it is possible that historical heating oil USTs and septic systems associated with the residences that formerly occupied the project site,as well as a well that was apparent at the northwest portion of the project site, are still present at the project site. These features have been identified as environmental concerns.

a. Has the Washington State Department of Ecology been consulted, formally or informally, regarding issues with the site and/or structures on the site? If yes, provide details of the consultation.

N/A

i. Is a No Further Action (NFA) determination being sought for this project site, or structures on the site?
☐ - Yes
☐ - No
X - Not Applicable

b. Provide a timeline for the hazardous material remediation.

N/A

Site/Parcel Characteristics

31. Has Site Control for the proposed project been obtained by the sponsor?
X - Yes
☐ - No

32. What is the form of site control?
    - ☐ Deed
    - ☐ Lease
    - ☐ Lease Option
    - X Purchase Contract
    - ☐ Purchase Option
    - ☐ Other
        a. If "other," describe:

33. Will the proposed project be sited on leased land?
    - ☐ - Yes - *Lessor's information is required on Form 9A*
    - X - No

34. Are there any anticipated changes to the project site's legal description?
    (*e.g., sub-dividing, condominiumizing*)
    - ☐ - Yes
    - X - No.

        a. If yes, describe the changes necessary to the legal description.

35. What is the square footage of the proposed project parcel(s)?
    Be sure to include all sites in the calculation

    The project site comprises one block, totaling 60,737-sf or approximately 1.39-acres.

36. Is the proposed project site subject to any existing encumbrances, such as easements, restrictive covenants, use restrictions, or regulatory agreements?
    - X - No – Skip to Potential Development or Timing Obstacles
    - ☐ - Yes

        a. If YES, identify the existing encumbrances:

        b. If YES, do the encumbrances impair the ability to provide clear title?
            - ☐ - Yes
            - ☐ - No.

                i. If YES, describe how clear title can be obtained:

c. Will any of the existing use covenants or regulatory agreements remain after refinancing?
☐ - Yes
☐ - No.

i. If YES, describe the status of the surviving use covenants or regulatory agreements post-refinancing.

Potential Development or Timing Obstacles

37. Are there any known issues or circumstances other than those previously identified in this application that may delay the project?
☐ - Yes
X - No.

a. If yes, describe these issues or circumstances and their proposed solutions or mitigation plans, including an estimated timeframe in which to accomplish these outcomes.

Complete the Excel CFA - Tab 2 Forms, and ensure the information aligns with the answers provided above.

➢ Form 2A: Building Information
➢ Form 2B: Square Footage Details
➢ Form 2C: Evergreen Sustainable Development Standard Checklist
NOTES Regarding the Evergreen Sustainable Development Standard: 1. For multiple-site projects, a separate Evergreen Checklist must be submitted for each site. Additional copies of the Form can be downloaded from the HTF Evergreen Sustainable Development Standard webpage 2. All projects in King County should be considered Urban, regardless of the specific community in which they are located.

Section 3: Need & Populations Served

Population Narrative

1. Concisely describe the project's target populations. Include the expected AMI range, household sizes, housing challenges, *etc*.

Throughout the early community engagement process, the community clearly indicated that affordable housing serving people with very low and low incomes is highly desired and deeply needed. Moreover, the community said that a building with higher unit counts was also desirable. As a result, the project being developed will have 285 units for individuals and families earning up to 60% AMI — which equates to incomes starting at $46,500 annually, depending on the household size.

This project is being developed in the Central District of Seattle, the portion of Seattle which was historically home to the majority of the city's African American community, but in recent years the community has been highly impacted by the pressures of gentrification. Now, there is a community preference for the creation of pathways for the historically marginalized African American community to return to the Central District.

This preference question will address the dual issues of gentrification and displacement. In keeping with the spirit of this program it is expected that ACLT will be refining its "first preference," priority for the housing units that will be analogous to the Affirmative Marketing to Further Fair Housing process that ACLT successfully used with its partners at the Liberty Bank Building in early 2019 and the "Community Preference" legislation adopted by the City of Seattle in 2020. This approach will be in compliance with the Fair Housing Act of 1964 and the 2015 HUD Act for affirmatively furthering Fair Housing and issues of disparate impact for certain community members.

2. Describe existing partnerships or specific activities that will be undertaken to improve health, education, and employment outcomes for project tenants.

Since 2016, Africatown Community Land Trust's (ACLT) work has focused on alleviating the economic and social inequities facing Seattle's African American community. To that end, we engage in work to advance our mission through the community co-creation of the affordable housing developments we produce with our partners to the direct benefit of the Central District's African American community. While the typical model of service delivery for ACLT is primarily resource referral, we do have a community organizer on staff to provide direct client services to residents of our buildings.

Since the opening of the Liberty Bank Building (LBB) in 2019, ACLT has worked tirelessly to provide the coordination of services, through collaboration with and coordination between a wide range of our community partners and internal staff, to assist in the meeting the needs of the most vulnerable members of our community. In addition to service referrals, ACLT's resource coordinator has provided resources and services directly to LBB residents, and the surrounding community, such as early intervention from evictions, basic financial literacy, rental assistance, and "wellness checks" — for our more vulnerable (elderly/disabled) populations.

With the LBB project serving as both template and laboratory, we intend to expand our ability to provide direct services, resource coordination, and referrals through our Keiro project. It is our expectation that Keiro will serve as the second property in which ACLT can provide direct services to meet the needs of the residents in our development as well as the surrounding community.

As we have done at LBB, ACLT expects to provide services to Keiro out of our organizational budget. We do not expect that these services will be paid by the property. Using LBB as our template, ACLT has typically done fundraising to support our direct overhead costs that are directly to attributable service delivery.

Key Partnerships for programs and services

See below for some of the programs and services we align with our partners to deliver to our project residents by ACLT's partners. Some of these services are delivered via affiliates – all of whom generally fall under the umbrella of ACLT organizations.

Our initial partnership work will be done in the following three areas:

Entrepreneurship & Workforce Development: *Black Dot* is the Africatown workforce and business development initiative that coordinates programming to provide Black entrepreneurs with the skills to launch and grow businesses. Our other affiliate, *Umoja Peace Center* will partner with *Add3 Agency* and *Seattle Interactive Conference* to provide workforce development access and career and entrepreneurial paths in the creative and digital marketing industry.

Health & Wellness: Our health and wellness initiative, *The Africatown Black Health & Wellness*, will bring culturally responsive health and wellness information, resources and services to residents and community. The *Tubman Center for Health and Wellness* is one of our key partners for providing these services to our community.

Youth Development: *Africatown Center for Education & Innovation* will work with *CD Panthers, Seattle Public Schools, Seattle University Center for Community Engagement* to provide culturally responsive education initiatives.Additionally, community organizations such as *Creative Justice, United Better Thinking, SproutU, Life Enrichment Group* will provide culturally responsive youth development programming.

Community Priorities

3. Does this project meet the objectives of any of the local, state or federal plans listed below? (check all that apply)
   - X - Consolidated Plan
   - ☐ - Local plan to end homelessness
   - ☐ - Regional Support Network (RSN)
   - X - Comprehensive Plan/Housing Element

☐ - Community Revitalization Plan or Area Targeted by a Local Jurisdiction [2]
X - Other. Describe: Office of Planning & Community Development - Central Area/The Historic Central Area Arts & Cultural District
☐ - No.

4. Identify the ways in which the project meets the plan(s) checked above.
If *none of the plans apply*, specify how the project will fulfill a perceived need for affordable housing in the community

The Consolidated Plan 2018- 2022

- Provides more housing choices for families
- Addresses displacement due to economic pressure
- Addresses insufficient investment in affordable housing
- Addresses lack of affordable, accessible housing in a range of sizes

Seattle 2035: A Comprehensive Plan for Managing Growth 2015-2035: The Comprehensive Plan guides City decisions on where to build new jobs and houses, how to improve our transportation system, and where to make capital investments such as utilities, sidewalks, and libraries.

GS1.4 Develop and use practices to reach historically under-represented communities and to aid their participation in decision-making processes.
GS1.5 Monitor urban centers and villages to track changes over time in the number of housing units and jobs, population and public investments, and use this information to make decisions about conducting further planning or providing additional investments to help meet the needs of residents in these locations.
H1.2 Promote diverse, inclusive communities through housing programs that serve extremely low-income to low-income households.
H1.3 Promote equitable housing practices for protected classes through fair housing education and enforcement.

Office of Planning & Community Development - Central Area

1. **Continued Investment in Affordable Housing Development and Preservation.**

The Office of Housing will continue to make investments of housing resources in affordable housing developments with an emphasis on community-based development and preservation projects.

2. **Affirmative Marketing in MFTE and MHA Units to Existing and Displaced Residents.** The Office of Housing will work with Central District properties participating in the Multifamily Tax Exemption (MFTE) and Mandatory Housing Affordability (MHA) programs to affirmatively market vacancies to Central District residents who are at risk of displacement to promote fair access to City-supported housing.

The Historic Central Area Arts & Cultural District

The Arts District is organized around three foundational pillars:

1. Preserving an African and African-American legacy in the Central Area
2. Sustaining and strengthening the physical identity and sense of place for cultural relevancy

[2] as defined by WSHFC Policies 6.13 and 6.14

3. Establishing continued support of artistic creation, economic vibrancy, livability, affordability, desirability, and artistic vitality.

Market Study

5. Is a Market Study required for this project[3]?
   ☐ - Yes – Date the Market Study was completed:
   ☐ - No. Skip to Question 8.

6. Provide the following Market Study data:
   a. Absorption Rate (page #)
   b. Capture Rate (page #)
   c. Vacancy Rate (page #)

7. Complete the following table using data provided in the Market Study

Bedrooms (*indicate number of bedrooms and square footage in each unit size*)		**Income Level** (*indicate income level for each unit size*)	**Proposed Rents in Project by Unit Size**	**Maximum Allowable Restricted Rents**	**Unrestricted Market Rents**	**Achievable Restricted Rents**
#Bedrooms	**Square Feet**					

8. Describe how the project rents have been determined.

9. If the project contains units **NOT** restricted to homeless individuals and/or homeless families, describe the market demand for the proposed units referencing specific data from the Market Study, current or changing neighborhood characteristics, similar projects or other relevant data.

[3] See Chapter 2, Section 205.2 of the HTF Handbook for a list of project types for which Market Studies are not required

Complete the Excel CFA - Tab 3 Forms, and ensure the information aligns with the answers provided above.

- Form 3: Populations to be Served

Section 4: Relocation

1. Does this project involve the acquisition, demolition, or rehabilitation of any existing structures?
   X - Yes.
   ☐ - No.

2. Does the project site have any current tenants, residential or commercial, even if it is vacant land?
   ☐ - Yes.
   X - No.

   a. If yes, describe the current tenants.

3. Did the project site have any tenants in the period from 90 days prior to the execution of the site control agreement up to the date this Application was submitted?
   ☐ - Yes.
   X - No.

   a. Has anyone moved from the project site *since* the site control agreement was executed?
      ☐ - Yes.
      ☐ - No.

If the answer to both Questions 2 and *3 is **NO**, skip to Section 5: Project Schedule.*
*If the answer to either or both Questions 2 and 3 is **YES**, complete the remainder of this Section.*

4. Is there a local government entity that has jurisdiction over tenant relocation issues?
   ☐ - Yes.
   ☐ - No.

   a. If yes, has the entity approved the tenant relocation plan?
      ☐ - Yes – *Date the tenant relocation plan was approved:*
      ☐ - No.

5. What requirements or guidelines govern the project relocation plan? (check all applicable)
   ☐ - Uniform Relocation Act
   ☐ - Section104 [d] (if HOME or CDBG funded)
   ☐ - Washington State Department of Transportation
   ☐ - Other - Identify the governing requirements:

6. Who will handle relocation matters for this project?
   ☐ - Agency staff. Identify the Lead individual:
   ☐ - 3rd-party relocation consultant:

7. Describe the sponsor agency's experience relocating residential and/or commercial occupants under any applicable codes (*e.g.*, the Uniform Relocation Act, Section 104(d) of the Housing and Community Development Act of 1974, Chapter 20.84 of the Seattle Municipal Code). If a Relocation Consultant will be used, identify the consultant and describe their relevant experience.

Type of Relocation

8. State the number of ***Residential*** tenants to be relocated:
   Permanent relocation:
   Temporary relocation:

9. State the number of ***Commercial*** tenants to be relocated:
   Permanent relocation:
   Temporary relocation:

10. Are there provisions in the site control agreement that enable the sponsor organization or the Relocation Consultant to obtain tenant income and rent information, and to give notices to existing and incoming tenants prior to acquiring the property?
    ☐ - Yes.
    ☐ - No.

11. Has information on all current occupants of the property, including both residential and commercial tenants, and occupants with or without leases, been collected?
    ☐ - Yes.
    ☐ - No – *Anticipated collection date for this information:* **Click or tap here to enter text.**

    a. If YES, does the information collected include a tenant survey for each unit or commercial space?
       ☐ - Yes.
       ☐ - No.

12. Describe the income verification process and the strategy for addressing any current residents who are not eligible to remain in the building.

Relocation Notices

13. Has a **General Information Notice** been provided to all occupants (including both residential and commercial tenants, and occupants with or without leases) using the sample notices in HUD's Handbook on relocation, or another approved format?
    ☐ - Yes.
    ☐ - No.

14. Have subsequent notices been drafted for immediate delivery to tenants in the event that this project is awarded funding? (i.e., Notice of Eligibility or Notice of Non-Displacement)
    ☐ - Yes.
    ☐ - No.

15. Is the applicant or property owner prepared to issue move-in notices to all new tenants that sign leases subsequent to this funding application?
    ☐ - Yes.
    ☐ - No.

Complete the Excel CFA - Tab 4 Form, and ensure it aligns with the answers provided above.

- Form 4: Relocation Budget

Section 5: Project Schedule

Complete the Excel CFA - Tab 5 Form.

- Form 5: Project Schedule

Section 6: Development Budget Narrative

Value of Project Site

1. Does the project have a site – or sites – identified?
   X - Yes.
   ☐ - No – Skip to Capitalized Reserves

2. Date of Appraisal: N/A

3. Project Site Current Appraised Value:

4. Project Site purchase price: $13,840,000

5. Is the purchase price, either at or below fair market value, supported by an appraisal?
   ☐ - Yes.
   ☐ - No.

   a. If no, explain how the purchase price was decided:
   NA - an appraisal has not been ordered as yet.

6. Does the purchase and sale agreement include any provisions for cost escalation that could cause the purchase price to exceed the current appraised value?
   ☐ - Yes.
   X - No.

   a. If yes, describe the cost-escalation provisions:

7. Applicants to public funders should presume that Federal funds will be included in any Award made. Does the purchase agreement demonstrate compliance with voluntary acquisition procedures under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)?[4]
   X - Yes.
   ☐ - No.

[4] This includes the issuance of Notices of Disclosure to Seller with Purchase Offer, Disclosure to Seller After Purchase has been Executed, and Disclosure to Seller of Fair Market Value

8. Describe any extension fees or earnest money deposits provided for in the purchase agreement. (Such fees and deposits should be applicable toward the purchase price.)

There are 3 consecutive thirty day period extensions for payments of $25,000 each. The three extensions extend the closing beyond the initial date of Jan. 19, 2021.

9. If the property poses specific physical development challenges (e.g., steep slopes, easements, Recognized Environmental Conditions) that were not reflected in the appraisal, describe how these were factored into the property acquisition negotiation.

There are no specific development challenges posed by the site.

Capitalized Reserves

10. Explain the reasons for, and amounts of, any proposed capitalized reserves in excess of 6 months of operating expenses or one year of replacement reserve deposits.

Contracting

11. Do the submitted budgets incorporate Prevailing Wage requirements?

X- Yes – *Identify the wage rates used:*

- X State Prevailing Wage - Residential
- ☐ State Prevailing Wage – Non-Residential
- ☐ Davis-Bacon - Residential
- ☐ Davis-Bacon – Non-Residential

☐ - No.

a. If **NO**, discuss how the applicability of state or federal prevailing wage rates were determined. *Be explicit about what assumptions were made when determining wage rates.*

- If the Washington State Department of Labor & Industries provided a determination of wage rates for this project, include documentation of the determination as an attachment.

12. Describe the process used to solicit bids and select construction contractors (general and subcontractors), consultants, and other professional services to secure competitive fees. *Be sure that this process complies with the bidding and selection requirements of the project's proposed funding sources (as selected in **Form 7A: Financing Sources**).*

ACLT will work with and solicit RFPs from GCs who have affordable housing experience in Seattle. We will ask respondents to answer numerous questions about their experience, philosophy, team, OH & P fees, WMBE participation, financial capacity, and relationships with their subcontractors. ACLT will then select a GC that is most qualified for the development of the Keiro Site. We will negotiate a contract with them and include their input into the design of the building in order to help defray costs.

We will also require the GC to bid the work to their subcontractors so that competitiveness is an explicit element of this work. Should the final cost of the work come back too high, we will reserve the right to bid the whole project to the larger community. We will continue to consult with Seattle's Office of Housing to provide clarifications on the selection process and procedure as the project progresses on an as needed basis.

13. What is the project's proposed Women- or Minority-Owned Business Enterprise (WMBE) utilization goal? Describe the plan to address WMBE and Section 3 goals in the procurement process for construction and non-construction contractors. Be sure to include specifics regarding bid structure, advertising, outreach, etc.

Our goal is to maximize the utilization of Women- or Minority-Owned Business Enterprises throughout the project. ACLT will work with and solicit RFPs from GCs who have affordable housing experience in Seattle. We will ask respondents to answer numerous questions about their experience, philosophy, team, OH & P fees, WMBE participation, financial capacity, and relationships with their subcontractors. ACLT will then select the GC most qualified to carry out the development of the Keiro Center project, with extra credence given to the demonstrated ability of the GC to include WMBE subcontractors in their work. We will negotiate a contract with them and include their input into the design of the building in order to help defray costs. We will also require the GC to bid the work to their subcontractors so that competitiveness is an explicit element of this work. Should the final cost of the work come back too high, we will reserve the right to bid the whole project to the larger community. We will continue to consult with Seattle's Office of Housing to provide clarifications on the selection process and procedure as the project progresses on an as needed basis.

14. If members of the development team were selected prior to application (e.g., development consultants, architects, etc.), describe how WMBE and Section 3 considerations were factored into the selection process.

ACLT projects that we will be able to meet high-level of WMBE participation during Keiro's development by utilizing the same methods for subcontractor selection we have employed at Liberty Bank and what we are using at Africatown Plaza currently. We expect that this will be done in the following ways: **(1) Bid Structure:** All bids will be vetted during the bid process. Bidders will be reviewed more in terms of quality versus pricing in some cases. **(2) Advertising:** In order to reach the largest number of minority business entities, we will advertise in minority publications. There will be advertisements placed for outreach sessions to explain how to properly bid. Some advertisements will be placed for bids for certain trades as

well. **(3) Outreach:** We will conduct outreach sessions (as previously mentioned) in order to increase our bandwidth with the search for WMBE subcontractors.

Capital Needs Assessment

Applications for most Rehabilitation projects are required to submit a third party Capital Needs Assessment (CNA) as an attachment. New Construction projects and Substantial ("Gut") Rehab projects must provide an as-built CNA after certificate of occupancy – consult individual funders' policies for specifics.

- When funding for this project includes Low Income Housing Tax Credits (LIHTC), then the project must comply with the CNA requirements in the WSHFC Policies (Chapter 4, Section 4.17.5).
- When funding for this project includes other public funding sources, or combines other public funding sources with LIHTCs, consult the definition in the State Housing Trust Fund Handbook (Chapter 2, Section 205.10).

15. Recommended capitalization of replacement reserves:

16. Recommended annual contribution to replacement reserves:

Construction Cost Estimate

For information regarding what must be included in a required Construction Cost Estimate, consult the program handbook of each Public Funder from whom funding is sought. If an identified public funder has not yet adopted a formal Cost Policy, refer to the WSHFC Policies (Chapter 3, Section 3.2, *et seq*.) and to the State Housing Trust Fund Handbook (Chapter 2, Section 205.9).

17. 3rd party Total Construction Cost estimate:

18. Base construction contract amount[5] identified in Form 6A:

19. Detail how the project construction cost estimate aligns with the Development Budgets in **Forms 6A, 6B**, and **Forms 6C, 6d**, and **6E** if pursuing LIHTC funding. Explain any increases, decreases, exclusions, additions, inflation, the escalation factor applied and number of months applied, or any other factor in the budget that deviates from the Construction Cost Estimate. Identify the rationale when using an alternate escalation factor.

The cost estimate conforms to the figures submitted by our GC bidder. We applied a 2% escalation.

[5] Exclusive of Sales Tax

Cost Control

20. Describe any notable cost drivers that significantly affect the project's cost per unit. Note: Additional information may be requested if the project's costs significantly exceed those of comparable projects.

This project will be developed with a great deal of community input. Whereas usually community feedback is garnered from a development during the approvals process and/or during the latter stages of the development – we will seek community feedback early on to give members of the community the ability to have a stake in the overall development of the project

21. Describe specific measures taken to reduce the development cost of the project. To the extent possible, quantify savings achieved by the adoption of each measure.

A review of the construction typology used to develop the site was undertaken as a way to reduce the development cost of the project. Through the review it was determined that the best possible cost efficiencies might be had with a Type III building. We believe that we could save around $500,000 developing a Type III building instead of a Type V.

Additionally, we've investigated other measures to reduce development costs such as type of materials being used to construct the building and other such measures:

- Using concrete over masonry
- Using standard metal siding where applicable
- Greater use of cement board for the skin
- Simplifying site improvements
- Assuming that drawings as developed would be design/build for the MEPs

22. Describe what design choices have been or will be made to promote efficient use of space, and long-term physical and operational efficiency. Note where the project builds upon previous design work, if applicable.

By using premium material in some spaces while the rest of the building façade uses efficient and cost-effective materials, the project can be cost effective while balancing the desires expressed by the community.
The following design choices were made to support an equity driven environment that promotes space, physical and operational efficiency:

- Space efficiency for Indoor and outdoor for gathering, socialization and celebration; sharing food, music and storytelling/sharing knowledge. This ensures that there is a balance between building and open space such that all open space uses are active spaces on the site. The building footprint has been conceptually captured as being efficient to open space use design. There are specific internal and external uses that have been created to be versatile spaces that allow for different uses at different times.

- Long term operational energy efficiency will be measured via Wegowise review of energy efficiency data. Wegowise will show water and energy use creating a baseline from year one onwards. Post the baseline year of usage, any deviations from the standard usage will show building management that there are potential issues with plumbing or electrical systems.
- Diverse unit sizes between studios to 1- and 2-bedroom units to support affordable rental to families.
- Environmental connection: making sure that there is robust and lively landscaping on the site; given the size of the plot of land, ACLT will even target growing a Tiny Forest on the site as well as provide opportunities for food to be grown in community gardens on site. Both the tiny forest and the community garden allow us to promote environmental education opportunities for the community.
- Lighting for safety and as an artistic feature.
- Large building that makes spaces feel smaller and supports small businesses and community driven uses.

It is worth noting that ACLT would like to create spaces that encourage equity and community input. We view these as measurable metrics of success that allow for cost effective long term community stewardship of these critical assets.

23. If the proposed project does not maximize the development capacity of the site, please explain the necessity or advantage of under-building.

By under-building on the site, we are able to provide non-residential outdoor space for hosting a variety of community-oriented activities including the community garden and tiny forest, as mentioned above.

24. If parking is required by zoning, as identified in Section 2 of this application, or included in the project for other reasons, describe efforts to design parking with minimal cost impact to the project. If the project seeks LIHTCs, are the parking construction costs included in eligible basis, and are parking rents charged in addition to rent and included in the maximum tax credit rent calculations?

25. If non-residential space is included in the proposed design, as identified in Section 2 of this application, describe the method used to allocate development costs to non-residential financing.

All public funders will review development budgets in relation to the Washington State Housing Finance Commission's (WSHFC) Total Development Cost[6] per Unit Limits, but may consider other factors to evaluate whether development costs are reasonable. Consult the WSHFC policies for further clarification, including the most current cost limits. Also, review each Public Funders' Solicitation for

[6] Total Development Cost as defined by WSHFC excludes the cost of land, offsite infrastructure and capitalized reserves..

Applications and Notices Of Funding Availability (NOFAs) for current descriptions of how project costs are evaluated.

26. If the project's Total Development Costs (TDC) exceed the Washington State Housing Finance Commission's most recently posted maximum TDC Limits, please explain.

Complete the Excel CFA - Tab 6 Forms, and ensure the information aligns with the answers provided above.

- Form 6A: Development Budgets
- Form 6B: Development Budget Details
- Form 6C: LIHTC Budget (Basis Calculation) – *if applicable*
- Form 6D: LIHTC Calculation – *if applicable*
- Form 6E: Fee schedule

Section 7: Project Financing

1. Describe any unique financing details or structures as they pertain to this application, including any variances from a funder's standard financing terms.

We have been thinking about this project with an eye towards deeper affordability, with a goal of carrying at least 30% of the units at greater affordability levels. To achieve that, the project would need greater subsidy and less debt. Under this application we are carrying 48% of the units at or below 50% AMI.

2. If the project includes bridge, construction or permanent financing from a private lender, please state the basis for the funding assumptions identified in **Form 7A**. Be sure to identify which lenders are being considered to provide financing.

The project includes both construction financing (to bridge the tax credit equity and meet the 50% bond test) and permanent financing from a private lender, with the specific lender still to be determined. We expect to secure our lender prior to closing. Our assumed financing terms are based on Office of Housing's (Seattle) underwriting guidelines which require that construction debt be underwritten at 4.25% and permanent debt be underwritten at 5%. Timing and cost assumptions for capital were determined on the basis of our prior experience with projects of a similar size and scope.

3. If the project includes ***tax credit equity***, please identify the pricing assumptions and the reason supporting these assumptions included in **Form 6D**.

The project includes tax credit equity based on 4% tax credits. Our assumptions regarding pricing, attractiveness, and timing are based on a combination of CHH's experience with recent projects, and discussions with potential investors and syndicators. Pricing is assumed at $0.89/credit.

   a. Which investors are being considered for this project and what are their projected tax credit prices?

Enterprise has supported our pricing at $0.89/credit

4. Describe the "holding" and "exit strategy" should this project not receive the funding being requested at this time.

Should this project not receive an award this year, we will apply for public funding next year. In the worst-case scenario, if we never receive funding from the funders, we will sell the property on the market.

Capital Campaigns

5. Does the project include a capital campaign as a source of funds?
   ☐ - Yes.
   X - No. *Skip to Section 8: Project Operations.*

6. Explain the capital campaign strategy for this project.

7. What is the status of the fundraising for the capital campaign?

8. What is the funding contingency plan should the capital campaign fall short?

9. What is the sponsor organization's track record with past capital campaigns?

10. Will there be a capital campaign consultant?
    ☐ - Yes.
    ☐ - No.

    a. If YES, provide the consultant's name, company and a brief explanation of their experience with similar capital campaigns.

    b. If NO, who at the sponsor organization is responsible for the campaign; please describe their experience with similar capital campaigns.

Complete the Excel CFA - Tab 7 Forms, and ensure the information aligns with the answers provided above.

- Form 7A Financing Sources
- Form 7B Estimate of Cash Flow During Development

Section 8: Project Operations

Rental Assistance

1. Are any existing low income housing units currently receiving rental assistance?
   ☐ - Yes.
   X - No.

2. Does the sponsor organization have a commitment for rental assistance to housing units in the project?
   ☐ - Yes.
   X - No.

3. If YES to either Question 1 or 2 above, indicate the type of rental assistance:
   ☐ - Section 8 New Construction / Substantial Rehabilitation
   ☐ - Section 8 Project-Based Assistance
   ☐ - Rural Development (RD) 515 Rental Assistance
   ☐ - Other/none of the above – *Describe:*

   a. Number of housing units receiving rental assistance:

   b. Number of years remaining on rental assistance contract:

4. Is the project currently required to restrict rents?
   ☐ - Yes.
   ☐ - No.

   a. If YES, when with the rent restriction expire:

5. Should the project fail to secure the expected rental assistance subsidies, what is the plan to maintain the project as viable affordable housing?

6. What annual utility allowance schedule or methodology will be used for the project?

Complete the Excel CFA - Tab 8 Forms, and ensure the information aligns with the answers provided above.

➢ Form 8A Proposed Rents and AMIs Served
➢ Form 8B Operating, Service, and Rent Subsidy Sources
➢ Form 8C Operating Expenses
➢ Form 8D Service Expenses
➢ Form 8E Operating Pro Forma
➢ Form 8F Operating Pro Forma Details

Section 9: Development Team

Development Personnel

1. List the names of key members of the sponsor organization's development team, their **titles** and their **years of experience in affordable housing**:

Name	**Title** (*e.g., executive director, project manager.*)	**Years' Experience in Affordable Housing**
Muammar Hermanstyne	ACLT Director of Real Estate	14
K. Wyking Garrett	ACLT Exec. Dir.	2
Laurence Hicks	Project Manager	3
Tyler Valentine	Project Manager	<1

2.

2. Describe the roles and responsibilities of each individual project development team member, including consultants, and their experience with those specific tasks or roles.

1. **K. Wyking Garrett (Executive Director)** will work on day-to-day aspects of program development, providing direct organizational oversight and working on strategic partnerships to make the vision tangible. It is expected that the Executive Director will spend no more than 20% of his time on the project. Wyking's years of experience in community development and entrepreneurial environments led him to found ACLT and work in his current capacity as the Executive Director.
2. **Muammar Hermanstyne (Director of Real Estate)** will work with the Executive Director on the direct oversight of the team and guiding the implementation of the shelter program, from getting families temporarily housed in the Keiro Center to finding permanent housing. Muammar has worked in several executive level positions mainly working on affordable housing finance.
3. **Laurence Hicks (Real Estate Development Project Manager)** will be the day to day project manager with direct oversight of the project. In addition, he will work on the day to day operations of the interim shelter program as well as exploring permanent housing solutions for individuals and families exiting the Keiro Center. Laurence has worked to develop a variety of publicly funded affordable housing projects in the Seattle area.
4. **Tyler Valentine (Eco-Innovation and Real Estate Project Manager)** will work with Muammar on the implementation of the shelter program by coordinating with partner organizations and facilitating community engagement events. Tyler has experience with community organizing and outreach for a variety of community development projects and programs.

5. Describe how project functions will be delineated across the development team to avoid redundancy and duplication of fees

6. If the sponsor organization is new to affordable housing development, has experienced staff turnover, or has assumed more direct development responsibility since the last completed project, describe how development team staff are being supported and trained in their new roles.

Given ACLT's experience with the Liberty Bank Building and Africatown Plaza developments and the internal training we have recently undergone, our organization has the foundational experience, expertise, understanding, and community connections necessary to execute the project activities proposed under this application. Furthermore, given ACLT's long term objective — to become an independent entity with the capacity to acquire and develop land in Seattle's Central District while centering equity and community ownership – completing this development will go a long way in assisting ACLT to achieve that goal throughout the Central District.

ACLT has 3 real estate persons on staff currently working on the projects in our pipeline. That being said, we know we have the capacity necessary to manage this process even though our organization is relatively new to affordable housing development because of the experience and talent our staff brings to our projects.

Organizational History

7. Indicate the Sponsor Organization Type:
   - ☐ Local Government
   - ☐ Local Housing Authority
   - X Nonprofit Organization
   - ☐ Federally-recognized Indian Tribe
   - ☐ For-Profit Entity
   - ☐ Other
     a. If Other, specify the type of organization.

8. Has the sponsor organization developed affordable housing projects recently?
   X - Yes.
   ☐ - No.

   a. If YES, provide the following:
      i. Years of Experience: 4
      ii. Number of Projects: 2

iii. Number of Units Placed In Service: 115

b. If NO, describe how the organization will ensure the successful development of this project:

9. Describe the last three development projects completed by the sponsor organization, including whether the projects were completed within the planned timeframe and budget, any challenges experienced, hurdles overcome, lessons learned, and any subsequent process improvements initiated.

ACLT's last two projects are:

The Liberty Bank Building (LBB) which opened to residents in February 2019 and is a 115 unit building that lifts up the legacy of the historic Liberty Bank and the local African American community through its design and stunning art program featuring the work of nine African American artists. By means of an affirmative marketing effort, we were able to ensure that 86% of LBB residents are African American. Additionally, three "legacy" African American -owned businesses have signed lease agreements or letters of intent to become commercial tenants in the below-market retail space on the ground floor. LBB includes studio, one-bedroom, and -two bedroom units, as well as units set-aside for people with disabilities and veterans. A central goal of the project, agreed to by the community partner agencies working together to develop the project, is that, after the 15 year tax credit compliance period, as a community-based organization, ACLT will have the Right of First Refusal to take over ownership of the property from the current investor. The $33 million in financing needed to complete the project included 4% LIHTC, Housing Trust Fund from the State of Washington, and $12 million from the City of Seattle from its Housing Levy program. Lessons learned from this project include: (1) successful community partnerships of the kind needed to develop LBB require transparent and frequent communication; and, (2) affordable housing can be an effective tool for reversing long term patterns of community displacement.

and

Africatown Plaza is currently under development and is projected to provide 126 units of affordable housing. ACLT expects that Africatown Plaza will be under construction in Summer 2021. Africatown Plaza received funding from the City of Seattle Office of Housing and King County, and at the end of the 15 year LIHTC compliance period, ACLT will be the outright owner of the property. Africatown Plaza will build on the tremendous success and lessons learned at the LBB and take the idea of community-centered development a step further. For example, where LBB was able to be a precedent setting project in terms of minority business development and participation, Africatown Plaza intends to meet or exceed those participation goals. Its proximity to our first project is important as well, since ACLT ultimately intends to become the owner of LBB. Having another project close to the site of LBB will assist ACLT in its aspirations for the future.

10. If the operation of the project depends on an operating subsidy and /or rental subsidy, describe the organization's track record securing such subsidies. All subsidies should be documented on **Form 8B: Operating, Service, and Rent Subsidy Sources**.

11. Is the sponsor organization currently engaged in project Workouts with public funders involved in any of its projects currently under contract?
    ☐ - Yes.
    ☐ - No.

    a. If YES, list the projects in workout, and provide a brief summary of the reason for the workout status.

12. If the sponsor organization has been party to a foreclosure, deed in lieu of foreclosure, or an active pending foreclosure in the last 10 years, identify the project and explain both the circumstances and how the situation was resolved.

13. Describe how the organization's by-laws and articles of incorporation (or other governing documents) ensure an effective role for the board of directors. In addition, describe how board members' biographies illustrate the diversity of skills needed to effectively oversee the success of the project.

14. Describe the experience and cultural competencies of the development team, management team, and Executive Director. Where organizational leadership is not representative of the diversity of populations being served, please describe efforts to increase this capacity, whether through intentional outreach, meaningful partnerships, or professional internship opportunities.

15. How does this project help fulfill the goals and objectives of the sponsor organization's mission and/or align with current and historical operations and activities?

16. If partnering with another organization on this project, how does this project help fulfill the goals and objectives of the mission project Partner?

17. When was the sponsor organization last audited?

18. In the sponsor's last audit, were there any findings?

☐ - Yes.
☐ - No – Skip to Question 17 of this section.

a. If YES, Describe the nature of the findings.

b. Have these findings been resolved?
   ☐ - Yes.
   ☐ - No.
      i. If the findings have not been resolved, please describe the plan to resolve the findings in future.

Note: If applicants are proposing to develop or operate housing through partnerships, please respond to questions pertaining to capacity on behalf of the partner assuming primary ownership responsibility and financial risk for the project.

19. Describe the trends illustrated by the last **three** years of organizational financial audits. Include any additional narrative to explain financial ratios that may appear to be cause for concern.

20. in order of priority (highest to lowest), list all projects by name that the sponsor organization is submitting for funding consideration during this funding round; identify the rationale for this order (e.g., committed funding, local priority population).

Project Ownership

21. Proposed Ownership Structure (check all that apply)
   ☐ - Nonprofit
   ☐ - Limited Liability Corporation (LLC)
   X - Limited Partnership (LP)
   X - Limited Liability Partnership (LLLP)
   ☐ - Local Unit of Government
   ☐ - Nonprofit Single Asset Entity
   ☐ - Other Corporation
   ☐ - Joint Venture
   ☐ - Other – *describe:*

22. Is the sponsor organization seeking Community Housing Development Organization (CHDO) status for the purpose of this project?
    ☐ - Yes – *Date, or projected date, of certification:* **Click or tap here to enter text.**
    X - No.

23. Current Ownership - Existing Housing Only (*check all that apply*):
    ☐ - Privately Owned (for State HTF applicants, see RCW 43.185.070 [4])
    ☐ - Publicly Owned
    ☐ - Owned by Sponsor
    ☐ - Other – *Describe:*

24. What is the legal status of the Ownership Entity for the completed project?
    ☐ - Currently Exists
    X - To be Formed*:* Limited Liability Partnership (LLLP)

25. Provide the following details for the Ownership Entity. If the entity has not yet been formed, please provide estimates:
    a. Formation date: May 2021
    b. State in which Formed: Washington
    c. Fiscal year: 2021
    d. Accounting method:
        ☐ Cash
        X Accrual

26. Provide a copy of the ownership chart for the proposed Ownership Entity. Be certain to include names, addresses, contact information, and ownership percentage.
    ☐ Ownership Chart is attached to this application

27. Describe the initial relationship between the Ownership Entity and the project sponsor organization.

The expected initial relationship between the ownership entity and the project sponsor will be as follows:

1. ACLT and a partner (TBD) will be the members (49%/51%) of Entity TBD GP LLC
2. Our partner will likely be is the manager of the GP LLC to be created
3. For the purposes of the LIHTC transaction GP LLC is expected to be the ownership entity.
4. The current landowner is will be a limited liability partnership to be created.
5. ACLT will own 49.995% of the limited liability partnership to be created.
6. Our partner (TBD) will owns 49.995%
7. The pending GP LLC will own .01% of the limited liability partnership.

28. Is the relationship between the ownership entity and sponsor expected to change over time?

☐ - Yes.
☐ - No.

a. If YES, describe how:

Property Management

29. Describe the working relationship between property operations staff and services staff, if any.

30. Briefly summarize the management plan for this project. Be sure to address facility maintenance, on-site management, and services provided:

31. Explain the marketing strategy and the tenant selection process, including the creation and management of any waiting lists

32. Describe the operations staffing plan for the project. Include at a minimum the types and number of staff positions and the hours operations staff will be on site. If any operational services will be contracted, which services will be contracted and who will supervise those contracts?

33. Describe the project team's experience with income verification including information collected, required documentation, and third party verifications.

34. Will management staff be located on site?
☐ - Yes.
☐ - No.

a. If YES, form of management:
☐ - Resident Manager(s) - Number of units:
☐ - Management office (Business Hours Only)
☐ - Management office (24 hr)
☐ - Other – *Describe:*

b. If NO, describe the sponsor organization's service area and how this project fits within the organization's property management capacity:

35. If the completed project will be managed by the sponsor organization, list the **names** of key property management staff, their **titles** and their **years of experience in affordable housing**:

36. Describe the sponsor organization's property management experience, or that of the proposed property management entity, as it relates to working with the proposed population identified in Section 3: Need and Populations Served.

37. Describe the sponsor organization's approach to asset management and long-term portfolio planning, including the methodology and staff responsible for each of the following at a minimum:
    - **tracking** operational/dashboard performance;
    - **assessment** and projections of each property using Capital Needs Assessments and reserve analyses; and
    - **portfolio** preservation planning. i.e., the sponsor organization's priorities and financial plan to achieve those goals. Include examples of successful recapitalization strategies and major improvements to buildings in the portfolio.

38. If the sponsor organization has conducted a portfolio analysis, provide a summary of projected capital needs for the next ten years and indicate anticipated sources of funding (e.g., replacement reserves, refinancing strategies, capital campaigns, public funder requests). If an analysis has not been conducted, please describe any plans for developing one.

Complete the Excel CFA - Tab 9 Forms, and ensure the information aligns with the answers provided above.

➢ Form 9A Project Team
➢ Form 9B Identity of Interest Matrix
➢ Form 9C Project Sponsor Experience
➢ Form 9D Project Development Consultant Experience

- Form 9E Project Property Management Firm Experience

Section 10: Services

1. Will this project provide general or community services (e.g., early learning facility, child care, case management, transportation) to residents?
   X - Yes. *Form 8C, Personnel (Service and Operating) and Non-Personnel Expenses must be completed*
   ☐ - No.

   a. If yes, describe the services to be provided.

Given the needs of our community and our desire to create affordable housing while satisfying community needs at the Keiro Center site, ACLT intends to partner with a licensed provider to create a culturally relevant, early learning facility in the development. The site is ideal space for establishing an early learning and community center. There is a strong need in the African American community for more early learning opportunities, and the size of the site and proposed development would create ample opportunity for a partner to step in to establish a community-oriented, culturally relevant childhood learning facility.

The development at the Keiro Center covers a whole block, 1.39 acres, which provides ample space for the 2 buildings that ACLT intends to develop while also providing outdoor space that can be set aside for amenities that are required for the success of early learning facilities: employee parking, a drop-off and pick-up area, outdoor play area, and space for environment-based learning (e.g. Tiny Forests and community gardens). Some of these outdoor areas, in particular space for tiny forests and community gardens, would also provide services and amenities to the affordable housing residents.

2. Will this project provide supportive services which, in whole or in part, are intended to be supportive of residents with special needs (e.g., who have a developmental disability or require mental health counselling), and/or who were formerly homeless?
   ☐ - Yes
   X - No – *Skip to Referral and Enrollment*

   a. Will services be provided on-site by another agency or agencies?
      ☐ - Yes. *Service Provider information is required on **Form 9A: Project Team***
      ☐ - No

3. What form will the services take?
   X Resident Services
   ☐ Supportive (i.e. case-managed) Services

4. Describe the services to be provided on-site, who will provide them, include the proposed source of services funding.

Through intentional partnership with a licensed provider, ACLT will seek to develop and provide an early learning facility at the site. Toward this goal, we've identified several potential partners that

are already operating child care facilities within the Central District of Seattle. In particular, the Doreen Cato Early Learning Center, which is run by First Place School, and the Community Day Center for Children (CDCC) are two potential. As a Black-owned and operated facility, CDCC is likely our most ideal partner for the expansion and establishment of early learning in the Central District that's directed towards supporting and enriching the lives of African American children, families, and their community.

Due to the early stage of this development, we do not, at the moment, have an MOU with an early learning partner, but as stated, we are actively searching for prospective partners with a presence in the Central District so that they understand the needs of the community and can provide culturally responsive services.

Funding for these services will be sought from a number of sources including the Seattle Preschool Program, Enterprise's Home & Hope program, and the Washington State Department of Early Learning.

If another agency or agencies will provide services, attach MOUs documenting roles and responsibilities.

5. Name and describe any service model that will be utilized and why/how it helps to promote housing stability for the target population(s).

As an early learning center, ACLT intends for the space to serve children ages 1 to 5; however, what the specific breakdown of classroom spaces will be throughout the facility is yet to be decided given our desire to allow for our early learning partner to help shape the space to best fit their approach to early childhood education. In line with ACLT's organizational philosophy, we hope for our partner to create a program that emphasizes the principles of social justice, community, and a connection to the Earth that are central to the African American community.

By creating space for a community-oriented early learning center, we hope to create the conditions for Black families in the Central District — whether at the Keiro Center project, at one of ACLT's other developments, or throughout the area — to have easy access to the childcare and education services that they need in order to succeed long-term. By providing affordable rental space to our partner, we hope that in turn they will be able to lower the costs required for children to attend while still maintaining high quality care. This in turn will alleviate financial pressure on the families in our community who are currently overburdened by the high cost of living in Seattle and therefore promote housing stability in our community.

In the long term, this promotes the wellbeing of the child by ensuring that they are able to receive quality care and attention during such a critical period in their personal development. Early childhood education ensures that a person is able to start their life journey with adequate attention paid to nurturing their bright young minds when they are going through such a profound period of cognitive development; this is crucial to guaranteeing that a person is able to succeed and thrive in their life as they continue their education and become full members of their community.

6. How will the service needs of tenants be assessed? Describe the form or tool, if any, used to assess and determine service needs.

Using the experiences and lessons from the Liberty Bank Building project, we will assess the service needs of our Keiro Center tenants, as they pertain to early childhood education and other general services needs, through community forums in which tenants are able to directly address their needs to one of ACLT's community builders. This will ensure the community is directly heard and provide us with ample material to guide what resources we seek out for future projects, and we can also see what services and resources already exist within the network of organizations that ACLT works with.

Beyond facilitating forums, the community builder will work with the onsite property managers to coordinate the distribution of an online survey for the tenants to respond to with regard to the general services they are in need of. The online survey will be similar to what we've used to identify the needs of the current tenants of the Liberty Bank Building as well as during the community design process for the Africatown Plaza.

7. If the case management or services model pursues outcomes other than, or in addition to housing stability and self-sufficiency, describe them.

As the primary service we seek to provide on site is early learning, with the help of a licensed provider, our goal is to provide short-, medium-, and long-term benefits to children and families in our community. There is a wealth of evidence indicating that access to early learning opportunities prepare a child for school readiness and increase their educational attainment, but beyond that, early learning promotes the socioemotional development of a child and their long-term physical and mental health through the creation of a stable, social, compassionate, and consistent learning environment in which they are able to grow. Research suggests that these benefits extend well beyond pre-K and elementary school, positively impacting a person's person and professional life into and throughout adulthood.

However, the benefits of providing culturally responsive early childhood education extends beyond the immediate effect on the child. The benefits of accessible and affordable early learning opportunities extend to the parents of enrolled children as well. Early learning opportunities provide childcare services that many low-income families are unable to take advantage of, and without childcare, many parents struggle to find secure and stable full-time employment because it would require them to leave their child at home unaccompanied. Therefore, creating early learning opportunities provides beneficial outcomes to both parent and child — and, by extension, the entire community — that cannot be understated.

Outreach, Referral, and Enrollment

8. If the proposed project is intended, in part or in full, to serve specific Special Needs populations, describe the outreach that will be undertaken to ensure the projected occupancy will be achieved *for each identified Special Needs population*.

N/A

9. Participation in the local Coordinated Entry system is required by most capital and service funders when providing housing for homeless households. Review each public funder's Solicitation for Applications/NOFA for the most current requirements. If Coordinated Entry is *not* being used, or only being used for a portion of the project's homeless units, please explain how individuals and families will learn about or be referred to the project.

N/A

10. Indicate all eligibility criteria for referral to the project. Please note that selecting "yes" for any criterion beyond "Homeless" or "Chronically Homeless" would exclude the project from being considered "low barrier" housing.

Yes	No	
☐	X	Homeless
☐	X	Chronically Homeless (HUD definition)
☐	X	Drug & Alcohol Free
☐	X	Must agree to participate in treatment (e.g., mental health, drug and alcohol)
☐	X	Must agree to participate in services (e.g., financial literacy, job readiness)
☐	X	Must enroll or be enrolled in school or training program
☐	X	Must agree to a work or volunteer requirement

a. If a criterion is used, but is not among those listed above, describe:

N/A

b. Describe why the indicated eligibility criteria are important to the project's success.

11. Indicate all program screening criteria. Please note that selecting "yes" for any criterion would exclude the project from being considered "low barrier" housing.

Yes	No	
☐	X	Minimum Income Requirement
X	☐	Identification (i.e., photo ID, passport)
☐	X	Proof of U.S. Residency Status
☐	X	Credit check required – must pass a threshold
☐	X	Criminal Record screening – must pass a threshold

a. If a credit check and/or criminal record criterion is used, state the threshold(s) for entry:

N/A

b. If a criterion is used, but is not among those listed, describe:

N/A

c. Describe why the selected screening criteria are important to the success of the program:

The screening criteria we've decided to include, or not include, has been done to recognize the reality facing our community: Many of our families are low-income, undocumented, and/or formerly incarcertaed. As a non-profit, community development agency, it is our responsibility to provide opportunities to our community that are inclusive, equitable, and anti-racist which requires understanding the systemic factors that result in families experiencing poverty, incarceration, or migration.

As such, we want to ensure that as many children as possible are able to access early learning opportunities regardless of their parent's personal history or circumstances. The sole screening criteria presently envisioned to be required is identification, and that is simply to verify the identity of program participants and protect the children attending the early learning center.

Maintaining Housing – Program Participation Requirements

12. What house rules do residents have to follow to keep their housing (e.g., curfews, visitors, overnight guests)? Describe why these rules are necessary for the success of this program.

Non-smoking property, presumably quiet hours?

Leveraging of Service Resources

13. Will this project leverage service resources?

☐ - Yes.

☐ - No.

a. If YES, describe the resources. Indicate clearly whether each is financial or non-financial.

Note: all leveraged financial resources should be reflected in Forms 8B, 8C and 8D (as applicable)

14. Describe the sponsor organization's approach to sustaining and funding services over time. How will increasing service costs or the loss of a service or operating funding source be addressed?

Time-Limited Housing

15. If permanent housing is not provided by the project, describe exit planning. Specifically, describe what will be done, and by whom, to assist households in time-limited housing transition to permanent housing. [Please note that some funders will only fund permanent housing. Review each public funder's Solicitation for Applications/NOFA for the most current requirements.].

N/A

16. Specify any imposed time limit on tenancy, if applicable (number of months):

N/A

Performance Measures

17. Describe the anticipated service outcomes and how the outcomes will be measured.

18. How will the collected service data be used by the sponsor organization to inform the program, including how resident feedback is incorporated into the process?

19. When serving homeless residents, does the sponsor organization and/or its partnering service provider currently participate in the local Homeless Management Information System (HMIS)?

X - Not Applicable

☐ - Yes

☐ - No - *By when will HMIS participation begin?*

20. Does the sponsor organization have procedures in place to monitor data quality on at least a quarterly basis?

☐ - Yes

☐ - No

a. If YES, describe

b. If NO, describe what procedures will be in place to ensure data quality. Be sure to include any timelines.

21. If the sponsor organization is serving homeless residents, describe how the project proposal is aligned with the Federal HEARTH Act performance outcomes, as adopted by the project area's local Continuum of Care (CoC)?

N/A

Services for Special Needs Populations

22. If Special Needs populations including homeless households will be served, will the project require licensing (e.g., for an Adult Family Home)?

X - Yes

☐ - No, *Skip to Cultural Competency*

a. If YES, state which license is needed:

Department of Children, Youth, and Families - Early Learning Child care License

i. Current status of license:

☐ - Approved

☐ - Pending Approval - *Date Expected:*

X - Other - *Describe*:

ACLT is seeking to partner with an existing, licensed early learning provider for this project. The potential partners are described above, but an MOU has yet to be reached with either party.

Cultural Competency

23. Describe how the project's engagement and service delivery model assures access for the target population(s), including efforts related to language, location, outreach, style of interaction, and service design. Include the process used to identify specific culturally based needs and how information gathered is or has been used to modify engagement and services delivered to meet those needs.

In the short time since ACLT has been working in the Central District, the organization has established itself as a leading voice for equitable development in the City of Seattle. With support from our partners we have been able to see our vision for inclusive development come to fruition. Specifically, it has led to successes at Liberty Bank Building, pending success at Africatown Plaza and now our work on Africatown at Walker St. Equity has been the key driver in our work on specific policy measures that we have advocated for to changing the landscape of Seattle real estate development to a more inclusive, equitable framework. In August 2019 when ACLT became an independent 501c3 organization we refocused on our mission to acquire, steward, and develop land assets necessary for the African diaspora community in Seattle to grow and thrive. ACLT is now developing the management infrastructure and financial capacity to operate as a fully independent CDC. Despite

becoming an official organization in 2019, ACLT has been engaging the Central District and the African American community around the equitable development concepts since late 2017, beginning with redevelopment of the Africatown Plaza site, when we held our first public design ciphers to bring together community members of all ages, as well as designers, planners and the developers to generate implementable design options through visioning activities. It was through these activities that ACLT's framework for development was created and then tools for gathering data points on (and other information) about community driven needs has been gathered through ACLT's other, related community development activities – activities which created to revivify and reconnect a displaced population.

Added to that is ACLT's longstanding method of connecting our programming elements to organizations and staples in the community such as:

1. UmojaFest the largest celebration of the African Diaspora in the Northwest;
2. Umoja Peace Center;
3. Africatown Center for Education and Innovation a child care and early learning facility;
4. BlackDot, which supports emerging and sustainable level businesses.

It is indispensable to our vision that the Black/African diaspora communities have direct input in and power over the planning, design, development and operations of projects, while ACLT and it's partners ensure the project's service elements financial and programmatic feasibility.

Section 11: Low Income Housing Tax Credits Scoring

Download and complete the most recently available Tax Credit Self-Score Excel form(s), as appropriate, from the Washington State Housing Finance Commission website.

For 9% LIHTC projects: ➢ Tab "LIHTC Scoring" from o 9% LIHTC Addendum Forms o 9% LIHTC Rehab Addendum Forms
For 4% LIHTC projects: ➢ Tab "10 Scoring" of the Application excel file